



## **CalJOBS Help Sheet 13**

### **How to Create a Resume in CalJOBS**

Prepared by: Research and Statistics Division

## How to Create a Resume in CalJOBS

This section describes how to create and upload a resume in CalJOBS to help participants and employers connect effectively in job searching.

### Create a Resume:

1. To begin, navigate to the left under “Services for Workforce Staff” and under “Manage Resumes” click on “Create a Resume”.

(Note: You may also search for a resume by clicking “Search for Resumes”.)

The screenshot shows a web application interface. On the left is a vertical menu titled "Services for Workforce Staff" with a minus sign icon. The menu items are: "Manage Individuals", "Manage Employers", "Manage Resumes", "Manage Job Orders", "Manage Labor Exchange", "Manage Activities", "Manage Providers", "Manage Case Assignment", "Manage Profiling", "Manage Follow-Up", and "Manage Funds". The "Manage Resumes" item is highlighted in grey. To the right of this menu is a sub-menu. The first item in this sub-menu, "Create a Resume", is highlighted in yellow. Other items in the sub-menu include "Search for Resumes", "Match Resumes to a Job", and "Candidate Referrals". To the right of the sub-menu are several text labels: "SSN (last 4 digits):", "SSN (full number):", "State Import #:", "State Activity ID:", "Date of Birth:", "Resume Available.", "Individual Registered with:", "Program Participation: (Active only)", and "Application #: (Open or closed)". A red arrow points from the right side of the page towards the "State Activity ID:" label.

Services for Workforce Staff	
Manage Individuals	
Manage Employers	
Manage Resumes	Create a Resume
Manage Job Orders	Search for Resumes
Manage Labor Exchange	Match Resumes to a Job
Manage Activities	Candidate Referrals
Manage Providers	
Manage Case Assignment	
Manage Profiling	
Manage Follow-Up	
Manage Funds	

SSN (last 4 digits):  
SSN (full number):  
State Import #:  
State Activity ID:  
Date of Birth:

Resume Available.  
Individual Registered with:  
Program Participation: (Active only)  
Application #: (Open or closed)

2. You must now search the individual you are creating the resume for. Using a unique identifier such as the SSN will usually result in a faster search.

**General Criteria**

Individual User Name:	<input type="text"/>
Individual User ID:	<input type="text"/>
State ID Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
SSN (full number):	<input type="text"/> Example: 999999999
State Import #:	<input type="text"/>
State Activity ID:	<input type="text"/>
Date of Birth:	<input type="text"/> (mm/dd/yyyy)
Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <input checked="" type="checkbox"/> Include Alternate Telephone
Email Address:	<input type="text"/>
Registration IP:	<input type="text"/>
Login IP:	<input type="text"/>
Resumé Available:	<input type="text" value="None Selected"/> ▼
Individual Registered within:	<input type="text"/> days
Program Participation: (Active only)	<input type="text" value="None Selected"/> ▼
Application #: (Open or closed)	<input type="text"/>


[\[ Top \]](#) [\[ Bottom \]](#)

- Once you find your client, click on the user name of the client to proceed to the add resume screen.

(Note: Clicking on “Programs Tab” or “Summary Tab” will NOT take you to the resume section.)

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.



User Name	First Name	Last Name	SSN	Vet	State ID	RTW	Last Exited	Created	Action	Select
<a href="#">TESTSUBJECT19</a>	Rick	James	1234	No	6115	N		03/19/2015	<a href="#">Summary Tab</a> <a href="#">Notes Tab</a> <a href="#">Activities Tab</a> <a href="#">Programs Tab</a>	<input type="checkbox"/>

[Save New List](#)

SEARCH CRITERIA: full SSN search used

- Once you are on the resume screen, click on “Create new Resume” to create the resume for the individual.

(Note: You may also create a resume under “My Individual Plans” > “Employment Plan Profile” > “Resumes”. You may also click on “Tips on preparing your resume” for help and “Cover Letter” to create a cover letter.

[Resumés](#)
[Job Applications](#)
[Online Application](#)
[Virtual Recruiter](#)
[Employment Goals](#)

For help click the question mark icon.

Select an option from the pulldown below to show either your active, expired, partially completed or deleted resumés or all resumés regardless of their status:

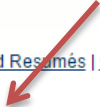
View active resumés

Note: Resumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Resumés link to update all your resumés to today's date.

0 Records Found

[ [Tips on preparing your resumé](#) | [Reactivate All Expired Resumés](#) | [Cover Letter](#) ]

Create new Resumé



- [-] My Individual Plans
  - [-] Employment Plan Profile
    - Resumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - [+] Training Plan Profile
  - [+] Benefits Plan Profile
  - [+] Financial Plan Profile

5. Enter the Resume Name, and Resume Creation Method. In addition to building the resume from scratch (**Comprehensive**), you may also **Upload** or **Copy & Paste** from an existing resume.

*(Note: When selecting Comprehensive, you will have additional sections to complete in order to create a complete resume.)*

**Resumé Name**


**\* Resumé Title:**


Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this resumé accessible online. Therefore you may wish to omit identifying information.


☒ Allow employers to view my resumé online.


☐ Hide my resumé from employers.

**Resumé Creation Method**

☒  **Comprehensive**  
Build your resumé using a step-by-step process (create your resumé from scratch).

☐  **Upload**  
Attach an existing Word or .PDF resumé (save time by using your existing resumé).

☐  **Copy & Paste**  
Transfer resumé's text from an existing copy (quick - but not as useful to potential employers).

☐  **Copy Existing**  
Build your resumé from a previously entered resumé (quickest).


- In this example, we will be building a Comprehensive resume.

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7. Enter the Desired Location of employment by State, County, or Zip.

*(Note: Clicking “Anywhere in the State of CA” will choose CA as the location. If you click “Specific Counties in the State of CA”, you will be able to click on specific counties across the state. If you click “Zip” you will be asked to enter the zip code and the search radius for a job.)*


**Desired Location**



[Anywhere in the State of California](#)



[Specific Counties in the State of California](#)



[Zip](#)

[<< Back](#)

Zip code:     ☐ 5 miles    ☒ 10 miles    ☐ 25 miles    ☐ 50 miles

[Continue](#)

Desired Location For help click the question mark icon.

Desired Location	Action
<a href="#">Los Angeles County</a>	<a href="#">Edit</a>

[\[ Edit Desired Location \]](#)

☒ Update background information    ☐ Update all resumés


[<< Back](#)    [Next >>](#)

**Selected Counties:**

Los Angeles County

[Continue](#)

[Remove Selected](#)  
[Clear All](#)



*Note: Once you have selected your location, click “Next”. You may go back and edit the location and choose whether it is updated on background information or on all resumes.*

8. Select an occupation. The default occupation will be the one used when first registering the participant. You may change it by clicking on “Search for an Occupation”.

*(Note: You may search for a new occupation by the different categories listed below.)*

**Select an Occupation**

Listed below are previous occupations you have selected while in this system. If your desired occupation for this resumé is listed below, select it and click the Next >> button. Otherwise, you may

<a href="#">Occupations by Keyword</a>	<a href="#">Occupations by Group</a>	<a href="#">Occupation Listing</a>	<a href="#">Occupations by Education Program</a>	<a href="#">Occupations by Military Specialty</a>	<a href="#">Occupations by Occupation Code</a>	<a href="#">Occupations by License</a>
----------------------------------------	--------------------------------------	------------------------------------	--------------------------------------------------	---------------------------------------------------	------------------------------------------------	----------------------------------------

☐ Display only Occupations with a Bright Outlook ☐ Display Green Occupations only


**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

**Search**

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

 Click [Occupations by Military Specialty](#) to enter a military occupational specialty



9. Enter the desired salary. You may search the Labor Market Wage Rates for the desired occupation by clicking “View Labor Market Wage Rates for (desired occupation)”.

**Desired Salary**

\* Desired Salary:

☒ Update background information

[View Labor Market Wage Rates for Retail Salespersons](#)

10. Enter the desired job type profile, employment category, work hours, travel and relocation information. You may enter any additional information in the description box. Click “Next”.

**Desired Job Type Profile Information**

\* Title of this desired job type profile:

☒ This is your default Desired Job Type profile.

**Desired Employment Category**

Employment Type:

Full-Time or Part-Time:

**Desired Work Hours**

\* Check any of the shifts you are willing to accept:

☒ Day Shift ☐ Swing Shift ☐ Night Shift ☐ Rotating Shift ☐ Split Shift  
(If you generally do not work shifts, select Day Shift.)

\* Please check the days you are available to work:

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

**Desired Travel**

Are you willing to travel?

Percentage of time you are willing to travel:  %

**Relocation/Telecommuting**

Are you willing to relocate?

Are you willing to telecommute?

**Description**

Any additional information about the type of job you desire:

[ [Spell Check](#) | [Insert General Sample Text](#) | [Clear Text](#) ]

11. Once finish you may edit, delete or view your profile. You may also add a new profile by clicking “Add New Profile”. Click “Next” when you are ready to proceed.

**Desired Job Type**

Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Default Profile	Action	Display on Resumé
<a href="#">Profile 1</a>	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	✓	<a href="#">Edit</a>   <a href="#">Delete</a>	<input type="radio"/>

[\[ Add New Profile \]](#)

12. Enter the driver's license information. If you select “Yes” on “Do you have a valid Driver's license?” question, you will be required to fill out additional fields. Click “Next” when you have completed all the necessary fields.

**Driver's License Information**

Do you have a valid Driver's license? ☒ Yes ☐ No

Issued Outside the United States: ☐

\* State Issued:

\* Driver's License Type:

**Driver's License Class:**

☐ Commercial Class A Any combination of vehicles with a gross vehicle weight rating of 26,001 or more pounds provided the gross vehicle weight rating of the vehicle(s) being towed is in excess of 10,000 pounds.

☐ Commercial Class B Any single vehicle with a gross vehicle weight rating of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.

☐ Commercial Class C Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials

☐ Private Vehicle Class C

☐ Motorcycle Class M1 or M2

**Driver's License Endorsements:**

☐ Class H - Hazardous Waste

☐ Class N - Tankers

☐ Class P - Transport Passengers

☐ Class S - School Bus

☐ Class T - Double / Triple Trailers

☐ No Endorsements

\* Do you have access to a motor vehicle? ☐ Yes ☒ No

\* Do you rely on public transportation? ☐ Yes ☒ No

13. Enter the security clearance, language information, and typing speed. To add a new language click “Add a new language” and click “Save” after input. Click “Next” when you are ready to proceed.

**Security Clearance**

What is your current security clearance?

No Clearance ▼

**Languages and Proficiency**

No data available for this item.

[\[ Add a new Language \]](#)

**Typing Speed**

Typing Speed

None Selected ▼

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14. If you are building a Comprehensive Resume, you will see a Resume Layout Templates section, where you can customize the look of the resume you are creating. Click on the different tabs to change specific sections. You may preview your changes before saving by clicking "Preview Sample Resume with this Template". If you are happy with your changes click "Save". If you don't wish to make any changes to your resume, select "Skip this step, I will use the current template".

[Skip this step, I will use the current template >>](#)











**Resumé Layout Templates**

Current Template: Chronological - System Template ▼

Resumé Sections   Resumé Format   Section Specific Format

? For help click the question mark icon.  
 These are the sections that will display on your resumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other resumé formatting for this template, click on one of the tabs above.

Reorder resumé sections by clicking and dragging up or down the image in the far left column

Display	Section	User-Defined Title
 <input checked="" type="checkbox"/>	Contact Information	Contact Information
 <input checked="" type="checkbox"/>	Objective	Objective
 <input checked="" type="checkbox"/>	Ability Summary	Ability Summary
 <input checked="" type="checkbox"/>	Employment History	Employment History
 <input checked="" type="checkbox"/>	Education and Training	Education and Training
 <input checked="" type="checkbox"/>	Occupational Licenses & Certificates	Occupational Licenses & Certificates
 <input checked="" type="checkbox"/>	Honors & Activities	Honors & Activities
 <input checked="" type="checkbox"/>	Additional Information	Additional Information
 <input checked="" type="checkbox"/>	Detailed References	Detailed References
 <input type="checkbox"/>	Resumé Free Text	Resumé Free Text

[\[ Preview Sample Resumé with this Template \]](#)  
[\[ New Template \]](#) [\[ Save \]](#) [\[ Save As \]](#) [\[ Undo Changes \]](#) [\[ Delete Templates \]](#)

[Skip this step, I will use the current template >>](#)

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(Note: You may create multiple templates.)

15. In the Additional Background Information section, you will have the option to add specific information to further aid employers in finding the resume. Choose "Yes" if you'd like to add further details to the resume and click "Next".

**Additional Background Information**

Employers have the ability to search for candidates by using specific information found on resumes such as education and work history. Adding this information to your resume as searchable items will maximize your exposure to employers. Extracting this information can be accomplished quickly and will improve visibility on our site. You need only review and approve this extracted information to ensure accuracy.

Would like to add these resume items to the information searchable by employers? ☒ Yes ☐ No

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16. Enter the education and training information. To select the educational program, click “Select Educational Program Classification”. Similar to selecting an occupation, you must search for the program. You may enter any additional information in the text box as required.

(Note: You may opt out of entering the information by clicking “Skip this step”.)

**Education and Training**

Do not complete for education levels of less than High School or High School Equivalency Diploma. Certifications and Occupational Licenses should be added in the next section.

\* Qualification Level:

\* Course of Study:

Educational Program Classification: [Select Educational Program Classification](#)

\* Issuing Institution:

City:

State / Province (of Institution):

Country (of Institution):

\* Are you Currently Attending this School? ☐ Yes ☐ No

Completion Date Format:

Completion Date:  (mm/yyyy)

☐ Display Education Dates

Comments:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

**B** **I** **U** **I<sub>x</sub>** | | | | | | | |

Format - Font - Size - **A** - | | |

[\[ Spell Check \]](#) | [\[ Insert Sample Text \]](#) | [\[ Insert Action Words \]](#) | [\[ Clear Text \]](#) | [\[ Remove All Formatting \]](#)

[Skip this step >>](#)


17. Enter Occupational License information. You may skip this section if necessary.


**Occupational Licenses & Certificates**

\* Certificate / License:

\* Issuing Organization:

Certificate Number:

\* Completion Date:  (mm/yyyy) 

Expiration Date:  (mm/yyyy) 

\* State:  ▼

\* Country:  ▼

[Skip this step >>](#)

18. Enter Employment History. Click “Add Employment History”. Each entry will be separate. Check the box “Allow interested employers to view your salary history and reason for leaving the jobs displayed on your resume” if you would like that information to be displayed.

**Employment History**

Company Name	City	Job Title (Occupation)	Start/End Dates	Action
No Employment History				
<a href="#">[ Add Employment History ]</a>				

☐ Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your resumé.

19. Enter the information related to the Employer. Then, enter a Job Title. In the Occupation section, search for the specific occupation by clicking “Search for an occupation”, if one is not already pre-populated. Finally, enter the position information and job duties in the text box and click “Next”.  
(Note: You may skip this step by clicking “Skip this step”.)

**Employer**  
\* Employer Name:   
Address:   
Store / Location Number:   
Zip Code:   
\* City:   
\* State / Province:   
\* Country:

**Job Title**  
Please enter a job title below for this employment history. As you are entering of common job titles similar to what you are entering. If you see your job title  
\* Job title:

**Occupation**  
\* Occupation title:  
Occupation code:  
[\[ Search for an occupation \]](#)

**Position**  
\* Type of employment:   
\* Full or part time:   
\* Gross Salary: \$   
\* Salary is based upon:   
\* Date you began work:   
\* Last day worked:   
☐ Currently Employed  
Duration of Job  
Year(s)  Month(s)  
\* Reason for Separation:   
Additional information on reason for separation:  
  
\* Job duties:  
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.  

**B** **I** **U** **I<sub>x</sub>**

Format - Font - Size - A-

[\[ Spell Check \]](#) | [\[ Insert Occupational Description \]](#) | [\[ Insert Action Words \]](#) | [\[ Clear Text \]](#) | [\[ Remove All Formatting \]](#)

[Skip this step >>](#)  

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20. Enter skills information. To add skills, click “Modify Skills”.

? For help click the question mark icon.

<b>Skills</b>				
---------------	--	--	--	--

You do not have any saved skills

**Job Skill Categories**

<b>General Skills (0)</b>	<b>Computers &amp; Mathematics (0)</b>	<b>Construction (0)</b>	<b>Education &amp; Social Services (0)</b>	<b>Entertainment &amp; Media (0)</b>
<b>Financial Services (0)</b>	<b>Agriculture &amp; Wildlife (0)</b>	<b>Healthcare (0)</b>	<b>Legal &amp; Protective Services (0)</b>	<b>Management &amp; Office Services (0)</b>
<b>Science &amp; Engineering (0)</b>	<b>Service &amp; Sales (0)</b>	<b>Skilled Trades (0)</b>	<b>Transportation (0)</b>	

**Job Skills Category**

[Check All Skills in This Category](#) | 
 [Uncheck All Skills in This Category](#) | 
 [Delete All Skills in All Categories](#)

<input type="checkbox"/> advise clients or customers
<input type="checkbox"/> answer customer or public inquiries
<input type="checkbox"/> apply traction
<input type="checkbox"/> calculate monetary exchange
<input type="checkbox"/> call on customers to solicit new business
<input type="checkbox"/> climb ladders, scaffolding, or utility or telephone poles
<input type="checkbox"/> collect payment
<input type="checkbox"/> communicate technical information
<input type="checkbox"/> communicate visually or verbally
<input type="checkbox"/> complete time or attendance forms
<input type="checkbox"/> conduct or attend staff meetings
<input type="checkbox"/> confer with engineering, technical or manufacturing personnel
<input type="checkbox"/> consult with customers concerning needs
<input type="checkbox"/> develop budgets
<input type="checkbox"/> develop or maintain databases

21. You may select categories to find certain skills. Once the desired skills are selected, scroll to the bottom and click “Save Skills and Continue”.

22. Enter the current technology and tools information by selecting “Add tools and technology by occupation” or “Add tools and technology by keyword” .

**Current Technology**

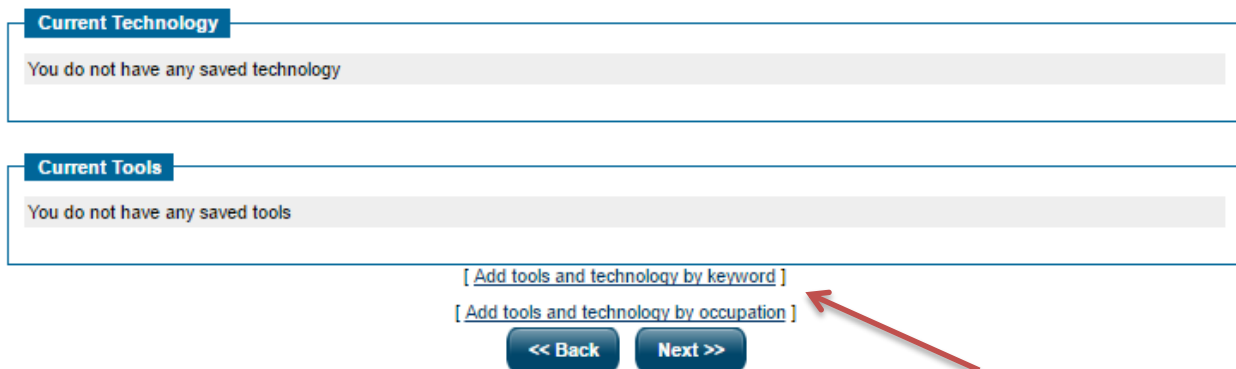
You do not have any saved technology

**Current Tools**

You do not have any saved tools

[ Add tools and technology by keyword ]  
 [ Add tools and technology by occupation ]

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23. After searching for the occupation individually or by keyword, select the technology and tools used. Click “Add these tools and technology” when finished.

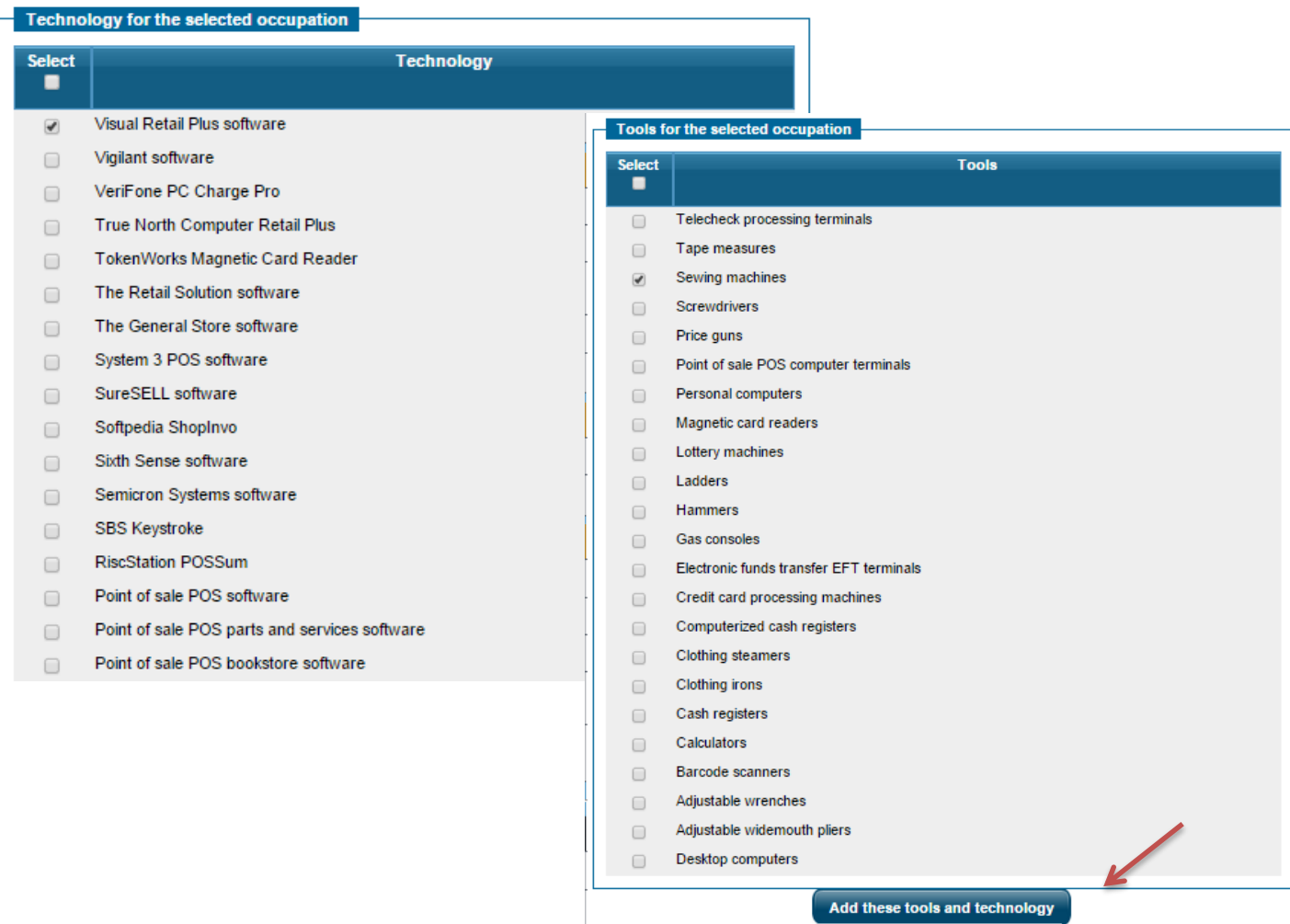
**Technology for the selected occupation**

Select	Technology
<input checked="" type="checkbox"/>	Visual Retail Plus software
<input type="checkbox"/>	Vigilant software
<input type="checkbox"/>	VeriFone PC Charge Pro
<input type="checkbox"/>	True North Computer Retail Plus
<input type="checkbox"/>	TokenWorks Magnetic Card Reader
<input type="checkbox"/>	The Retail Solution software
<input type="checkbox"/>	The General Store software
<input type="checkbox"/>	System 3 POS software
<input type="checkbox"/>	SureSELL software
<input type="checkbox"/>	Softpedia ShopInvo
<input type="checkbox"/>	Sixth Sense software
<input type="checkbox"/>	Semicron Systems software
<input type="checkbox"/>	SBS Keystroke
<input type="checkbox"/>	RiscStation POSSum
<input type="checkbox"/>	Point of sale POS software
<input type="checkbox"/>	Point of sale POS parts and services software
<input type="checkbox"/>	Point of sale POS bookstore software

**Tools for the selected occupation**

Select	Tools
<input type="checkbox"/>	Telecheck processing terminals
<input type="checkbox"/>	Tape measures
<input checked="" type="checkbox"/>	Sewing machines
<input type="checkbox"/>	Screwdrivers
<input type="checkbox"/>	Price guns
<input type="checkbox"/>	Point of sale POS computer terminals
<input type="checkbox"/>	Personal computers
<input type="checkbox"/>	Magnetic card readers
<input type="checkbox"/>	Lottery machines
<input type="checkbox"/>	Ladders
<input type="checkbox"/>	Hammers
<input type="checkbox"/>	Gas consoles
<input type="checkbox"/>	Electronic funds transfer EFT terminals
<input type="checkbox"/>	Credit card processing machines
<input type="checkbox"/>	Computerized cash registers
<input type="checkbox"/>	Clothing steamers
<input type="checkbox"/>	Clothing irons
<input type="checkbox"/>	Cash registers
<input type="checkbox"/>	Calculators
<input type="checkbox"/>	Barcode scanners
<input type="checkbox"/>	Adjustable wrenches
<input type="checkbox"/>	Adjustable widemouth pliers
<input type="checkbox"/>	Desktop computers

**Add these tools and technology**



24. Enter an ability summary. You may copy & paste information into the textbox or type in the data. Click “Next” when finished.

(Note: You may skip this step by clicking “Skip this step” at the bottom right.)

**Ability Summary**

Enter a summary of your abilities and include any key skills below:

**B** **I** **U** **I<sub>x</sub>** | |

Format - Font - Size - **A** -

[\[ Spell Check \]](#) | [\[ Insert Occupation Specific Sample Text \]](#) | [\[ Insert Action Words \]](#) | [\[ Clear Text \]](#) | [\[ Remove All Formatting \]](#)

[Skip this step >>](#)

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*(Note: You may skip this step by clicking “Skip this step” at the bottom right.)*

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26. Enter honors & activities. You may copy & paste information into the textbox or type in the data. Click “Next” when finished. (Note: You may skip this step by clicking “Skip this step” at the bottom right.)

**Honors & Activities**

Enter your honors and activities below:

**B** **I** **U** **I<sub>x</sub>**

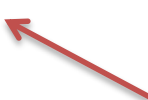
Format - Font - Size - **A** -

[\[ Spell Check \]](#) [\[ Insert General Sample Text \]](#) [\[ Insert Action Words \]](#) [\[ Clear Text \]](#) [\[ Remove All Formatting \]](#)

[Skip this step >>](#)

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27. Enter any additional information if necessary. If no additional information is required, select "Skip this step".

**Additional Information**

Enter any additional information below:

**B** *I* U *I<sub>x</sub>* | | | | | | | |

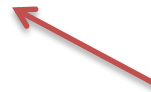
Format - Font - Size - A - | | | |

[\[ Spell Check | Insert General Sample Text | Insert Action Words | Clear Text | Remove All Formatting \]](#)

[Skip this step >>](#)

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28. Enter the contact information for the individual, including the participant's name, residential address, mailing address, phone numbers and email address.

(Note: If the client does not have an email address, you may create an email account for them by clicking "Create E-mail account" under E-mail Address. A pop-up window will be displayed with links to various providers.)

Name	Link
Yahoo	<a href="#">Yahoo</a>
Hotmail	<a href="#">Hotmail</a>
Lycos	<a href="#">Lycos</a>
Mail.com	<a href="#">Mail.com</a>
Email Choice	<a href="#">Email Choice</a>
Google Email	<a href="#">Google Email</a>

Close Window

Contact Information

Name

First Name: Rick

M.I.:

Last Name: James

Residential Address

Address 1: 1375 W 6th Street

Address 2:

City: Los Angeles

State / Province: California

Zip / Postal: 90020 Example: 99999

Country: United States

Mailing Address

☐ Check here if mailing address is same as above

Address 1: 1375 W 6th Street

Address 2:

City: Los Angeles

State / Province: California

Zip / Postal: 90020 Example: 99999

Country: United States

Phone Numbers

Primary Phone: 213 - 111 - 1111

Phone Type: Cell/Mobile Phone

Alternate Phone: - -

Phone Type: None Selected

Fax: - -

E-mail Address

Primary E-mail:

[Create E-mail Account](#)  
[Read Our E-mail Security Policy](#)

Check the box for each item that you want to appear on this resume

☒ Name

☒ Residential Address

☒ Primary Phone

☐ Mailing Address

☒ Alternate Phone

☐ Email

☒ Fax

Displaying your cell phone number as your primary phone on your resume could result in getting text messages from employers. Normal text messaging rates will apply.

WARNING: Always be on the look out for job scams! [Click here to learn more about Job Scams.](#)

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29. At the bottom, you may select which fields are shown on the resume. Once finished, click “Next”.

30. Enter the detailed references. Click “Add New Reference” to add a reference to the resume.

**Detailed References**

Name	Phone	Employer	Reference Type
You have no records			

Display "References Available on Request" on this resumé ☐

[ [Add New Reference](#) ]





31. Enter the reference information including name, company information, contact address, phone number, email address and type. Click “Save” to add the reference. Click “Finish” to finish editing the resume.

*(Note: Although only the name and reference information is required as denoted with the \*, providing as much information as possible builds a stronger reference.)*

The screenshot shows a web form titled "Detailed References" with several sections for entering reference data:

- Reference Name:** Fields for First Name and Last Name.
- Reference Company Information:** Fields for Employer Name and Job Title.
- Reference Contact Address:** Fields for Address 1, Address 2, City, State (a dropdown menu currently showing "None Selected"), and Zip (with a "Find Zip Code" link).
- Reference Contact Phone Number:** Fields for Phone (area code, prefix, and line number), Ext (extension), and a "Find Zip Code" link.
- Reference Email Address:** Field for Email.
- Reference Information:** Fields for Reference Type (a dropdown menu currently showing "None Selected") and Number of Years Known (a dropdown menu currently showing "1").

At the bottom of the form are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

32. After building the Resume, you may review your resume and make any additional changes if necessary.

33. Click "Save Resume & Return" to finish creating the resume.

(Note: You have additional resume options below to download, email, edit or copy the resume.)

Please review your resume for accuracy before clicking the save button at the bottom of the screen.

For help click the question mark icon.

Resumé ID	Resumé Title	Accessibility
194	rr	<a href="#">Online</a>

Create Date: 3/31/2015 8:58:32 AM Last Time Modified: 4/17/2015 10:03:00 AM

#### Resumé Layout Templates

Template 1 - System Generated ▼

[ [New Template](#) ] [ [Edit Template](#) ] [ [Save As](#) ]

#### [Rick James](#)

1375 W 6th Street  
Los Angeles, CA 90020  
Phone: 213-111-1111

#### [Occupational Licenses & Certificates](#)

Certification Title	Issuing Organization	Completion Date
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#### [Additional Information](#)

#### [Detailed References](#)

[Show Additional Employer Searchable Items](#)

[Delete Resumé](#)

**Save Resumé & Return**

[Print Resumé](#)

#### Additional Resumé Options

[ [Edit Title](#) | [Copy Resumé](#) | [Job Search](#) | [Email Resumé](#) | [Download Resumé](#) ]

[ [Contact Info](#) ]

This help sheet is intended as a broad overview of how to register a jobseeker in the CalJOBS system. Please contact the CalJOBS Tech Support Team at [caljobstechsupport@css.lacounty.gov](mailto:caljobstechsupport@css.lacounty.gov) for further in-depth guidance.